

**REMINDERS TO ALL EXTERNAL USERS WHO SUBMIT ELECTRONIC PROPOSED  
ORDERS:**

**April 18, 2006**

**These reminders are district wide, unless otherwise indicated.**

- A four inch margin at the top of the order is required. The Judge's electronic signature will be at the top of the order.
- The space at the top of the order should be left blank. Do not provide a signature line or date line for the Judge. This will be done electronically.
- Please be sure the following is placed **after the last line** of the proposed order “###” or after the signatures of a conditional order.
- The order should not contain any blank spaces for the Court to complete. The Court cannot insert information in the body of the order.
- All orders that are presented for default motions need to be filed **after** the return date of the motion.
- Please do not include copies of proposed orders when providing paper “ECF Chambers Copies” of your motion or default motion.
- When uploading your order, please relate the order to the proper motion. Please do not relate the proposed order to the notice.
- If you are submitting an “amended” order, please relate amended order to previously signed order. Indicate in the body of the proposed amended order, the date of the order it is amending. Electronically file a letter explaining the reason for submitting the proposed amended order and also relate that letter to the previous order.

**Utica Chambers**

- **Conditional Orders:** All conditional orders require an actual signature on the order, /s/ is not acceptable. If you don't have the actual signature, you can electronically file a letter stating that a copy of the order was sent to the required parties or electronically file an affidavit of service of the proposed order. You should link them to the motion.
- **Stipulations and Proposed Orders Settling a Matter:** All stipulations and proposed orders settling a matter must be submitted by paper, unless it is a “So Ordered” stipulation. Place your “###” after the signatures in a “So Order” document.

**Albany Chambers**

- **Conformed Signatures** :Conformed signatures are acceptable, providing that the filer retains possession of the ink-signed original.
- **Previously Filed Stipulation:** E-filing an order approving a previously filed stipulation is also acceptable.
- **Wage Deduction and Cease Deduction:** Please e-file all wage deduction and cease deduction orders. These should never be filed in paper form.